

SECRET

ADM-8

DD/R 1078-63

2 August 1963

MEMORANDUM FOR THE RECORD

**SUBJECT: Conference with Chief, Administration Staff,
COMMO and Associates**

1. I met with Mr. [REDACTED] and their chief subordinates to discuss administrative matters.

2. COMMO has a development complement of [REDACTED] and the on duty is greater. The reason for the development complement is primarily because it is not known at the time when trainees enter on duty where they will eventually be assigned. This also applies to those returning for a six months reorientation.

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3. In order to facilitate processing and assure uniformity, most travel is centralized. A travel folder is maintained for each traveler. Four people work full time on travel--writing orders from the request form, preparing vouchers, etc. However, the traveler must prepare a form furnishing the necessary information for vouchers. the Engineering Staff members in Alcott Hall prepare their own domestic travel vouchers; but their foreign travel is handled centrally.

4. The Logistics function is split with the technical type logistics in the Material Support Branch of the Engineering Staff. Logistics services are handled in the Admin Staff only for obligation. Preparation of forwarding memoranda is considered a clerical function; and is handled by such personnel under guidance of the engineers responsible for the research and development.

[REDACTED]
Assistant for Administration
Deputy Director (Research)

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GROUP 1
Excluded from automatic
downgrading and
declassification

Distribution:

2 - DD/R Registry

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